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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

DD/M&S Conference Room

27 June 1973

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1. Present were:



2. No regular DDO Staff Meeting

3. Other items of interest

a. Management and Services Career Board. There follows the text of Mr. Brownman's revision of the Board's Charter:

(1) To foster and encourage Directorate-wide development of senior personnel, beginning 1 July, the Management and Services Career Board (comprised of the Heads of Directorate Offices and chaired by the ADD/M&S) will be responsible for career matters for all M&S careerists grade GS-16 and above. Particular emphasis will be given to training and inter-Service assignments, as well as promotion rankings. While the primary purpose of this change is the development of broad-gauged managers, full consideration will be given to the development and advancement of non-managerial specialists.

(2) The Board will also review and approve all changes of assignment of GS-15 members of the respective component Career Services and all recommendations for promotion to grade GS-15. While the Board will not be responsible for the internal career development practices of the respective Services, it is to be expected that the development of criteria for promotion to grades GS-15 and GS-16 will provide general guidance for the Services headed by the Board members.

b. "M" Career Service. Effective 1 July 1973, Mr. Brownman is establishing this career service to include all M&S career employees in grades GS-16 and above. All M&S supergrade officers will be transferred to the new service and all Directorate supergrade positions will be designated "M". Mr. Brownman expects that a career service composed solely of M&S executive talent will better enable him to monitor managerial requirements throughout the Directorate and he intends to use the M Career Service mechanism as a means to strengthen this executive cadre through selective training, rotation and advancement.

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c. M&S Advisory Group. Effective 2 July 1973, Mr. Brownman has established an M&S Advisory Group consisting of 10 officers, one from each of the functional offices and one from the "S" Career Service. The purpose of MSAG is to identify and study issues and problems affecting plans, programs and actions of the Directorate and to make recommendations to the DD/M&S. MSAG will seek to improve the efficiency of the Directorate and the over-all environment in which the employee works.

d. Members of Deputy Director's Panel.

Expiration of Appointment

Robert S. Wattles, ADD/M&S, Chairman

Indefinite

[redacted] EO/DDM&S

Indefinite

[redacted] SSA/DDM&S

Indefinite

Francis J. Van Damm

31 December 73

[redacted] CMO/DDM&S, Executive Secretary

31 December 74

Indefinite

e. Members of Staff Operations Panel

Expiration of Appointment

[redacted] CMO/DDM&S, Chairman

Indefinite

31 March 74

31 December 75

31 December 73

30 June 74

31 December 75

Indefinite

Assistant CMO/DDM&S, Executive Secretary

f. Credit Union Statements. The next quarterly Credit Union statements will be distributed during the second week of July. Please remind your Personnel officers to be sure that those going overseas are in pseudonym and classified. Also, please advise us if you have statements which are incorrectly addressed.

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g. National War College. Mr. Rodriguez announced that [redacted] two Agency representatives at the National War College, are being given special recognition for papers they have written as a part of the NWC program. [redacted] paper dealt with environmental problems.

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h. The Annual Personnel Plan (APP). The 15 July deadline for the APP has been extended to 1 September. This is a result of the DDO reorganization and the fact that additional time will be required by them.

i. Administrative Allowance Committee. Effective 19 June 1973, SSA-DD/M&S will serve as Chairman of the Administrative Allowance Committee, vice [redacted] (CCS) who is retiring.

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25X1A k. New SSA -DD/M&S. [] announces [] appointment as 25X1A
SSA -DD/M&S effective 30 June 1973.

1. Distribution of Material with Transmittal Manifests. We have recently encountered a situation where classified material was given broad distribution overseas by being sent out under a transmittal manifest rather than through the normal channels. We realize that this method is efficient and quick, but there could be cover or security problems if the normal screening and review processes are overlooked. Please ask your staffs to assure that you, and we, are aware of bulk pouching of mail in this manner.

m. DCI/DDCI Foreign Travel. On 31 January 1973 we furnished some guidelines on how to handle certain expenses incurred abroad by the DCI, DDCI or members of their staffs. 25X1
The O-DCI expects to pay for regular travel expenses, including hotel bills. Other expenses

n. Surplus Exercise. The following is a resume of the surplus exercise (does not include normal separations) as of June 20th:

Resignations	90
Retirements	495
Reassignments	39 (in some cases to jobs of lesser grade)
Conversion to Contract Status	30 (generally 3 to 4 months)
Terminations	19
Withdrawals from the Surplus List	16
Still Pending	8
TOTAL	697

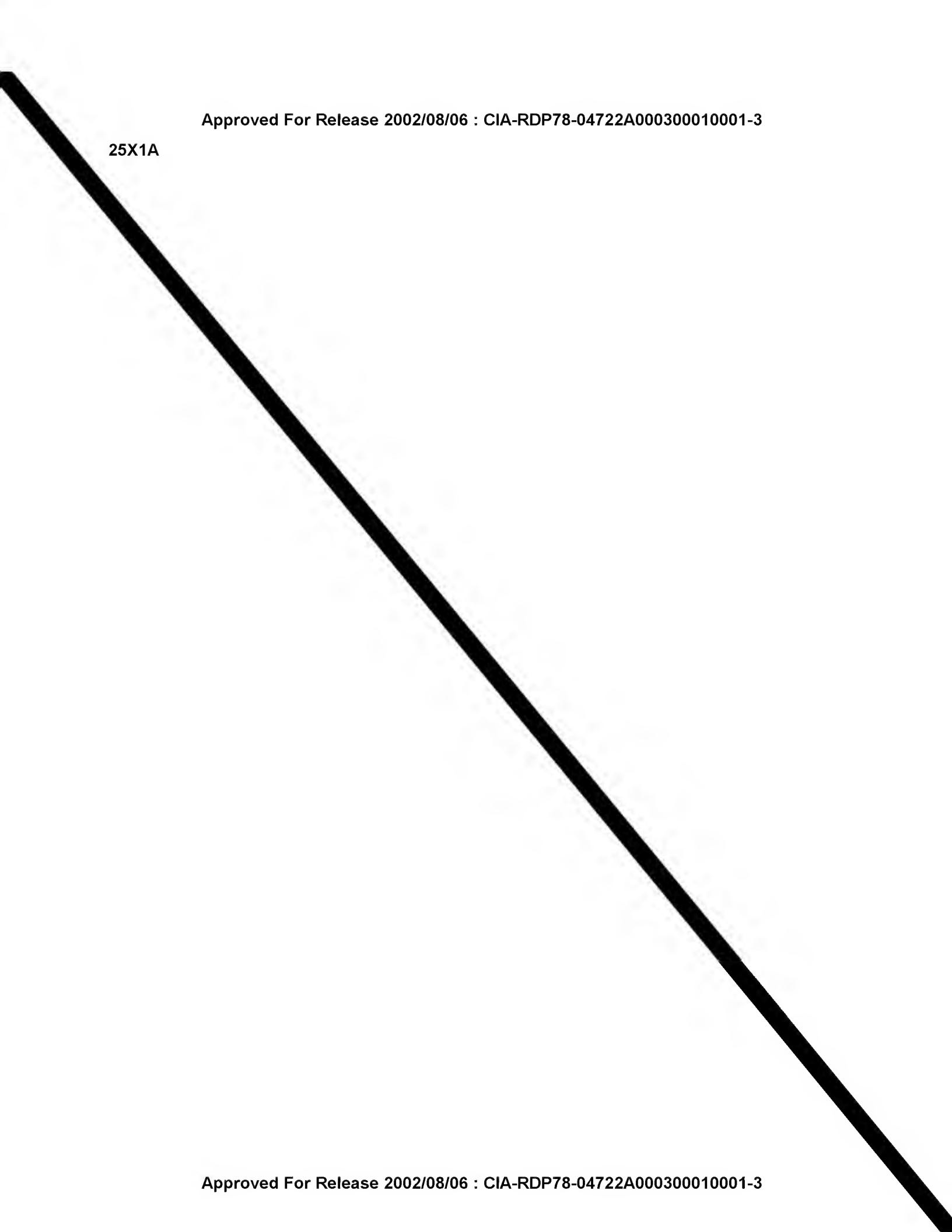
In addition there were about 70 contract cases which were closed without difficulty.

Statistics regarding out-placement: Retirements during June now total 720. So far 200 people have asked for help in finding other jobs. Of these, 58 are still preparing their job summaries and their applications. There were thus 142 active job searches and 31 of these have found jobs.

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